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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THRU : Chief, Operations School

DATE: 13 January 1959

FROM : Chief, Field Training

SUBJECT: Weekly Activities Report No. 1, Field Training [REDACTED]
 Period 5 to 9 January 1959

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1. During this reporting period the only training activity in session was [REDACTED]. The most important development in this operation was the arrival of the second case officer on 5 January 1959. [REDACTED] who has been assigned to assist in this activity has discussed [REDACTED] with [REDACTED]. [REDACTED] has, at the invitation of Tom [REDACTED] (the c/o in charge), also observed several hours of the actual training activity of [REDACTED] personnel. It is [REDACTED] wish to be able to develop a procedure for recording performance and behavior in order to assist the case officer, [REDACTED]. While our expectations from [REDACTED] role in [REDACTED] are modest, in view of the paucity of our knowledge of these particular people, the product may prove to be of real value both to OTR in meeting any future commitments of a similar nature, and to the operating Division.

2. One of the most profitable activities held during the reporting week was a briefing for a total of 50 instructors and other Base personnel by [REDACTED] on training aids. [REDACTED] covered his field from the relationship of audio visual communication to training aids to the facilities available for use, as well as new trends and equipment in this field. On view for all to see was all the equipment and techniques available to the Training Aids Unit. This briefing which lasted an hour on 8 January 1959 should greatly help all instructor personnel, both in their understanding of what is available and its value to their own particular teaching responsibilities.

3. Another worthwhile contribution during this week was the Instructional Techniques Course #37 which was conducted by [REDACTED] attended portions of this course and was impressed with the value of it and the feeling that it had much to offer in the ever-needed improvement of instructor personnel. The main portion of the course was devoted

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to having each instructor present a given subject in a one-half hour period. This half hour presentation was afterward "critiqued" orally by another student and by all students in written form, and [REDACTED] would then review the performance and all the remarks made about it. This procedure was repeated three times during the course. [REDACTED] advised that he saw much improvement between the first and final practice lectures.

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4. I am forwarding to you at this time a full report regarding the incident on 29 December 1958 involving the [REDACTED]. While this was an unfortunate accident, it appears from the report attached that members of CFA and [REDACTED] are to be commended for their efforts which prevented greater damage than that sustained.

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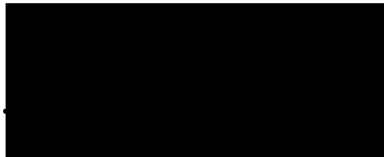
5. It is expected that evaluations for both the OC and the ASMC will reach my office during the week of 12 January 1959.

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Attachment: a/s

AR:pd

for



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